



Trident Technologies and  
Consulting – Global, LLC

## **Training Management Support Coordinator** **“Contingent Upon Award”**

**Job Title:** Training Management Support Coordinator  
**Work Location:** San Antonio, TX  
**Position Classification:** Full Time  
**Background Investigation:** National Agency Check with Local Agency and Credit Checks (NACLC), Ability to obtain a SECRET DOD Security Clearance

[www.t2cglobal.com](http://www.t2cglobal.com)

### **Overview**

Trident Technologies and Consulting - Global, LLC (T2C-Global) is a Woman Owned Small Business (WOSB) and Certified Woman Owned Florida Business Enterprise specializing in providing innovative global defense services and solutions.

### **Responsibilities**

The Training Management Support Coordinator provides necessary training support to the activity while ensuring compliance with the guidelines, references, and directives mandated by CENSECFOR and higher authority.

- Assists the Director of Training (DOT) to ensure that all training is standardized and conducted effectively, as defined within the course curricula.
- Informs DOT of progress and general results of the training conducted.
- Assists DOT in continuously reviewing and updating all courses taught to assure adequate quality and coverage and ensures the needs of the trainees and the Fleet are met.
- Conducts spot checks of training using the Instructor Evaluation Spot Check Form.
- Assists DOT in complying with the NETC Training Requirement Submission, and Course Development, Delivery, and Maintenance End to End process for all courses.
- Maps out individual training plans and schedules to support 6-week schedule of training for students, designing and developing additional scheduling and training programs for assigned instructors. Provides general training topics and instruction for instructor core development and sustainment efforts.
- Chooses appropriate training methods per block of instructions (virtual, simulated, mentoring, on the job training, professional development classes for staff members).
- Tracks instructor-training plans for contract employees, government civilians, and military personnel.
- Develops command annual training plans for management personnel, instructors, and support personnel.
- Researches and designs additional training programs for emerging requirements.
- Coordinates, schedules, and conducts organization-wide In-Service Training days to support instructor staff sustainment and command assessments identified by higher headquarters for all mission areas assigned to the command.
- Develops, prepares, and orders educational aids and materials needed to support the course of instruction(s) for all mission areas.



- Assesses instructional effectiveness and determines the impact of training provided for students through monthly instructor evaluations, routes all evaluations and develops instructor improvement plans for instructors who require additional oversight and training.
- Schedules, conducts, and gathers feedback from trainers and trainees after each educational class session through End Of Course Critiques (EOCC).
- Works with course supervisor and liaise with Course Curriculum Model Manager (CCMM) regarding instructional development and changes to curriculum.
- Provides updated curriculum to instructors and maintains training database and training records for all instructors assigned to the course of instruction, provide oversight and audits on training records quarterly.
- Hosts train-the-trainer sessions for internal subject matter experts to sustain Core Unique Instructor Training (CUIT) qualifications; tracks all newly reported instructors' progress on qualifications.
- Schedules and supervises cleanliness for in-house training facilities and equipment.
- Provides oversight on the command-testing program and provides feedback.
- Develops and provides oversight on updated remedial methods for students who fail tests.
- Measures the effectiveness of objectives of field events through the testing programs and the collection of metrics with scoring of performance related skills.
- Establishes additional remediation programs for emerging requirements within the Ready Relevant Learning (RRL) process.
- Reviews Testing Plans and routes for approval as required.
- Oversees the command testing program/process and stored materials.
- Monitors results of test and test item analysis by tracking analytical data with test scores to provide a process of improvement for future course curriculum development on identified problem areas.
- Ensures the effectiveness of the Academic Review Boards (ARBs).
- Monitors the remediation program to ensure effectiveness, including the training materials used for remediation, Instructor utilization and the impact of remediation on attrition and set back rates.
- Monitors utilization of the Automated Electronic Classroom (AEC) to ensure optimal use of resources, maintain class schedule and facility utilization by each block of instruction.
- Monitors impact of training technology on attrition, drop from training, set back, and time to train, and provides feedback to higher authority as required.
- Conducts baseline assessment of training quality prior to the implementation of new training technology, course revisions, change in teaching methodology, increase in course length, etc., and compares with like quality indicators after implementation.
- Diagnoses problems in the training provided. Recommends corrective action and monitor the results of mitigation efforts.
- Provides support and coordinating integrated training events as it relates to the final evaluation problem, by facilitating the integrated staff members and block of instruction objectives utilized in exercise component for the assessment students.



- Ensures field event training team and pre-drill/exercise requirements are effectively coordinated at the planning board for prior to the start of training. Ensures integrated exercise objectives are briefed and safety mitigation efforts and personnel are clearly articulated.
- Assists in exercise development, briefing, execution, and debriefing process for student assessments.
- Provides leadership and coordinates with other programs managers to develop a comprehensive approach improving the effectiveness of emergency action plan responses across the full spectrum of potential incidents aimed at “most likely” and “most dangerous” type of incidents during training.
- Assists in the oversight of PQS training, qualification, and the development of designation letters for staff members to perform functions during field events; this includes working with command and installation SMEs with the risk management process.
- Ensures all exercise events are presented at the command Planning Board for Training (PB4T) and placed on the command schedule/calendar; this includes both short term and long-range training plans.

## Qualifications

Required:

- **Must possess a favorable adjudication of a National Agency Check with Local Agency and Credit Checks (NACLC) Background Investigation, Ability to obtain a Favorable Tier 3 Background Investigation (SECRET DOD Security Clearance).**
- **7-years of direct experience** working with the Naval School Management Manual (NAVEDTRA 135), Instructional Systems Development Procedures, Production Specifications, Military Standards for Training Programs.
- **7-years of direct experience** working with the Navy Security Force (NSF) mission, program objectives, applicable Department of Defense (DoD) and Department of Navy (DON) and relevant regulatory requirements to assist in the design, development, maintenance and revision of courses.
- **7-years of direct experience** working in specialty areas of training technology to include analysis, design, instructional implementation, test, and measurement.
- **5-years of direct experience** working in specialty areas of adult training to include technical methods and practices required for MA courses of instruction; to include weapons and non-lethal fundamentals utilized in the teaching of the force continuum.
- **5-years of experience** working with the Naval Occupational Safety and Health (NAVOSH) and Occupational Safety, Health (OSHA) regulations and High-Risk Training Safety, to include small arms firing and range safety.
- **3-years of experience** supervising and provide oversight to ensure the safety of staff and students training at multiple training areas while simultaneous training is ongoing with 14 separate training classes on site.
- **3-years of experience** motivating, training, and working effectively with subordinates and peers who have a variety of backgrounds and training to accomplish the quality and quantity of work expected within the set limits of cost and time.
- **1-year of experience** communicating both orally and in writing in working out solutions to problems or questions relating to work.
- **1-year of experience** working with Microsoft Office software.



- Knowledge of a wide range of principles, concepts and methodologies of adult training to include technical methods and practices required for MA courses of instruction; to include weapons and non-lethal fundamentals utilized in the teaching of the force continuum.
- Possess a valid state driver's license and driving record consistent with post regulations governing civilians driving on post.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. The employee is frequently required to sit, stand and walk. The employee must be capable of performing all training evolutions to include all tactical and dynamic maneuvers per the testing plan; including the ability to effectively complete weapons qualifications in the standing, kneeling and prone positions; ascend or descend ladders and go through narrow passageways; be free of any abnormal fear of heights and be able to acclimate to extreme local environmental conditions (e.g., high heat, humidity). These conditions and standards must be met at time of employment, and that these fitness standards are to be sustained throughout the life of the contract. The employee may be required to move ten pounds and could occasionally lift or move up to thirty-five pounds.

**Disclaimer:** The listed duties are not intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional position specific duties.

### **Special Conditions**

- If offered employment, you will be required to submit to a background investigation.
- Employees performing sensitive requirements must be able to pass a drug test as a condition of employment and submit to random drug testing throughout the contract performance period as per FAR 252.223-7004, Drug Free Workforce. If your position requires drug testing to successfully meet contractual obligations, this will be a condition of employment

### **Equal Opportunity Employment Statement**

T2C-Global is a Veteran friendly employer and provides equal employment opportunity (EEO) to all employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, genetic information, marital status, ancestry, protected veteran status, or any other characteristic protected by applicable federal, state, and local laws. Equal Opportunity for VEVRAA Protected Veterans. T2C-Global will not discriminate against employees and job applicants who inquire about, discuss or disclose compensation information.

### **T2C-Global POINT OF CONTACT**

If interested in applying for the above listed position, please contact us at; [recruit@t2cglobal.com](mailto:recruit@t2cglobal.com)